


<p><b>SUPERIOR COURT OF CALIFORNIA</b></p>  <p><b>COUNTY OF ALAMEDA</b></p>	<p><b>JOB ANNOUNCEMENT</b></p> <p><b>EOE/ADA*</b></p> <p><small>*If you need assistance with the application process because of a disability, please call (510) 271-5153 or TDD (510) 465-3929</small></p>	<p><b>24 HOUR JOB HOT LINE #</b></p> <p><b>(510) 208-3906</b></p> <p><a href="http://www.alameda.courts.ca.gov/courts">www.alameda.courts.ca.gov/courts</a></p>
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## **OPERATIONS CHIEF**

### **(Family Law)**

***\*\* PROMOTIONAL ONLY \*\****

**SALARY RANGE:** **\$3,172.02 - \$4,121.10 Bi-Weekly plus Management Benefit Package**

**FILING DEADLINE:** **Wednesday, February 1, 2006 at 5:00 p.m.**

**FILING REQUIREMENTS:** **Completed court application form PLUS resume**

Please send completed application & resume to:  
**Superior Court of California, County of Alameda**  
**Human Resources & Labor Relations Bureau**  
**1225 Fallon Street, Room 105**  
**Oakland, CA 94612**

The Superior Court of California, County of Alameda is accepting applications for the position of Operations Chief. Under general direction, the incumbent plans, organizes, coordinates, directs and reviews operational activities. Scope of responsibilities may include all divisions of courthouse locations and/or courtwide direction of operations for a particular case type (e.g., criminal, civil, or family law). The Operations Chief is involved in or may be responsible for: strategic planning; employee supervision and development; on-going assessment and improvement of business processes, programs and services; implementing new technology, statutes, rules and policies; courtwide standardization of procedures; staffing judicial committees; leading staff committees; and courtwide projects; performs other related duties as assigned. Operations Chiefs assigned to courthouse locations may act in the absence of the Trial Court Administrator.

The family and juvenile operations structure and reporting relationships have been reorganized effective January 2006. Under the new structure, the Trial Court Administrator for Juvenile Court, Bureau Chief of Family and Children's Services and Operations Chief for Family Law all report to the Assistant Executive Officer in charge of family and juvenile court operations. The newly created Operations Chief - Family Law will have courtwide responsibility for family law operations, including direct supervision of the family law units at the Rene C. Davidson Courthouse and the Hayward Hall of Justice. Under the new organization, the Operations Chief will work with others to (1) implement effective, efficient and uniform policies, procedures and practices at all court locations handling family law matters and (2) ensure coordination of related family and juvenile case processing activities, programs and services.

**TYPICAL DUTIES** (May include, but are not limited to the following:)

1. Plans, organizes, directs and coordinates the work of all divisions of courthouse locations or particular case types.
2. Supervises, develops, coaches, evaluates and disciplines staff directly or indirectly through subordinate managers.
3. Consults with the Assistant Executive Officer or Trial Court Administrator in determining, revising and establishing business processes, services, standards and operating procedures.
4. Establishes and facilitates communication both within the court and externally with other agencies and organizations; and acts as liaison with other courts, and local and statewide organizations.
5. Reviews and analyzes legislation for impact on court operational functions; and works with others to implement new laws and rules of court.
6. Develops expertise in a particular area or case type; and leads courtwide projects and initiatives in area of expertise.
7. Develops, implements and monitors programs, and/or procedures in response to the direction set by the Assistant Executive Officer or Trial Court Administrator. Evaluates court programs, services and business processes. Identifies opportunities to improve effectiveness and efficiency. Supports and encourages staff to identify improvement opportunities.
8. Seeks input from others and utilizes reports to monitor and assess operational performance. Prepares, analyzes and interprets various research and survey studies, as needed.
9. Serves on court, regional and state committees.
10. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

***Education and Experience:*** Graduation from an accredited college or university with a Bachelor's degree in business or public administration, criminal justice, or related field and two years of administrative, management or supervisory experience in a court administration, OR management any combination of training and experience that could provide the desired knowledge and abilities.

**KNOWLEDGE AND ABILITIES**

***Knowledge of*** laws, codes of ethics, and rules governing the operation of a court; court policies and procedures related to assignment; court organization and functions; principles and practices of public administration and business management; methods of leadership, communication and project management; effective customer service practices; employee supervision and development; judicial branch operations; relationship of court to various justice, other public and community agencies; case management, desktop, Internet and other technology tools.

**KNOWLEDGE AND ABILITIES** - Continued

**Ability to** lead and develop employees; establish individual and group expectations for performance and accountability; communicate both orally and in writing; utilize data to monitor trends and operational performance; implement and utilize technology tools to improve operational efficiency and effectiveness; interpret and implement statutes, rules of court and policies that apply to areas of responsibility; effectively manage in a diverse work environment serving a multi-cultural community; plan, supervise and coordinate the work of others; identify, analyze and solve problems; serve as project lead or manager; work collaboratively with judges, staff, other court personnel and state judicial branch personnel; meet deadlines; organize and prioritize work assignments.

**GENERAL INFORMATION**

This is a full-time FLSA exempt management position. This position includes a one-year probationary period.

***Benefits include health and dental insurance for employee and dependent(s), retirement plan, deferred compensation option, 13 holidays; life insurance; accrual of 10 vacation days and 13 sick days/year; Employee Assistance Program; and Management Benefits (cafeteria plan, educational reimbursement plan, management leave days, and supplemental insurance options).***

The examination process will include three components:

- (1) An initial screening of all application materials received by the filing deadline.
- (2) A review of the application and resume to select the best-qualified candidate for the oral interview.
- (3) An oral interview that will be weighted as 100% of the candidate's final score. The oral interview may contain situational exercises.

Failure to submit all the required application materials will result in disqualification in the examination and selection process.

The Court reserves the right to limit the number of candidates invited to the testing process to include only the best qualified candidates should a large number of candidates apply. Successful candidates in the initial application review will be considered further in the selection process.

The components of this recruitment and examination process are subject to change.

***Application forms may be obtained at the  
Human Resources & Labor Relations Bureau,  
1225 Fallon Street, Room 105, Oakland,  
8:00 a.m.-5:00 p.m., Monday-Friday,  
at our website, [www.alameda.courts.ca.gov/courts](http://www.alameda.courts.ca.gov/courts)  
or by calling our 24-Hour Job Hotline at 510-208-3906.***

***\*\* Promotional recruitments are open to  
Superior Court of California, County of Alameda employees ONLY \*\****